



Front Desk & Office Coordinator Position Description

M-One Capital Overview

M-One Capital is a private investment firm with three strategies (core private equity, real estate and emerging growth equity). Headquartered in Omaha, the firm's Investment Team manages more than \$4 billion of investment capital.

For nearly forty years, the M-One organization has been partnering with founders, families and exceptional management teams. Our mission is to build businesses in partnership with management teams pursuing a variety of strategies for creating long-term value. Our Core Values are Integrity, Rigor, Results and Relationships.

The Position

M-One Capital is seeking potential candidates for a Front Desk & Office Coordinator position that will focus on completing different daily tasks at the firm's Omaha office. The ideal candidate should have previous experience working in a professional office setting.

Responsibilities

- Manage the company's front desk
- Greet visitors and escort them to meeting locations
- Assist in coordinating schedules and reserving conference rooms for meetings
- Prepare conference rooms for meetings and reset the room following meetings
- Order and pick up weekly office and kitchen supplies
- Order and manage company-wide or meeting specific lunches
- Assist in coordinating office maintenance services and requests
- General office responsibilities – phone coverage, mail distribution, etc.
- Manage special projects as assigned

Personal Characteristics

- Cordial and professional with ability to maintain confidentiality
- Prompt and very responsive to requests
- Outstanding attention to detail
- Excellent communication and interpersonal skills (both written and verbal) and able to communicate in a professional manner with team members and external parties
- A demonstrated ability to work independently, meet concurrent deadlines, organize time and priorities and work well as a dedicated member of a team
- Ability to manage the day-to-day details, while also planning ahead
- Proven ability to exercise good judgment
- Overall fit with our Core Values

Background and Credentials

- Proficient with Microsoft Word, PowerPoint and Outlook
- Must have positive attitude, be proactive and have a willingness/desire to learn
- Previous experience working in a professional environment

Hours

- ~30 hours a week, typically 9am to 4pm with occasional flexibility

For more information, please send your resume to: info@m-onecapital.com

M-One Capital Core Values & Behaviors

<i>Integrity</i> We are honest, principled and fair.	1. We strive to make the right decisions, not necessarily the easy ones. 2. We communicate honestly, directly and authentically. 3. We treat all stakeholders fairly; we desire long-term, mutually beneficial relationships. 4. We do what we say we will do. 5. We give more than we take.
<i>Rigor</i> We work hard, are probing, strive for excellence and have deep technical expertise.	1. We have a strong work ethic. 2. We ask probing questions and examine situations from multiple perspectives. 3. We exercise intellectual rigor and are comfortable being challenged. 4. We have deep technical experience, yet we are genuinely interested in learning and growth. 5. We display emotional and social intelligence in our interactions.
<i>Results</i> We are accountable, add value and achieve growth.	1. Our people are self-directed and take full ownership of their responsibilities. 2. We constantly strive to create value and improve. 3. We go above and beyond to produce the highest quality work. 4. We finish what we start, and deliver in a timely manner. 5. We balance independent work with a high degree of collaboration.
<i>Relationships</i> We build and maintain trusted partnerships, internally and externally.	1. We invest in partnerships - relationships based on trust and competence are imperative to achieving mutual objectives. 2. We are truthful and respectful in communicating with others. 3. We build rapport such that others are eager to work with us. 4. We exercise self-awareness and self-management. 5. We strike the right balance between challenging and supporting each other.